

Salt Lake Community College
Policies and Procedures Manual

Policy Committee Approval:
Senate Approval:
Board of Trustees Approval:

SECTION: 10.10
ACQUISITION & USE OF FACILITIES AND PROPERTIES POLICY
CHAPTER 2 BUSINESS—VP BUSINESS
POLICY 10.10

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I. PURPOSE

To establish College policies and procedures related to the acquisition and use of real property and facilities and properties for and on behalf of the College.

II. POLICY

- A. Acquisition: All real property and facilities and properties for use by Salt Lake Community College will be secured by purchase, lease, rental, or donation only through the Vice President of Business Services and only in full compliance with all laws and regulations of the state of Utah, and the Utah System of Higher Education Board of Regents.
- B. SLCC personnel and departments may reserve space in facilities for educational purposes related directly with its mission as a comprehensive community College. Departments and personnel area held to the procedures as stated
- C. Use by non-SLCC persons, groups, or entities: SLCC maintains its property and facilities and properties for educational purposes related directly with its mission as a comprehensive community College. Non-SLCC persons, groups, or entities will not be permitted access to the College's properties or facilities and properties except in so far as any proposed usage can be described within the mission of the College and is approved by the President or his/her designee.
 - 1. Any such proposed non-SLCC usage should include:
 - a. A charge for rental that clearly covers all direct costs to the College, and
 - b. Proof of full liability insurance protection.
 - 2. There shall be no overnight usage unless appropriate authorizations are approved by SLCC officials and any external agencies as might be required (i.e., Board of Health, law enforcement, risk management, etc.).

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ACQUISITION & USE OF FACILITIES AND PROPERTIES PROCEDURES

CHAPTER 2 BUSINESS—VP BUSINESS

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III. REFERENCES

- State of Utah Purchasing and Property Disposal Policies and Statutes.
- SLCC Posting and Advertising policy: Chapter 2, 10.12
- SLCC Ethics Policy: Chapter 2, 3.16
- SLCC Conflict of Interest Policy: Chapter 2, 3.03

IV. Procedures

A. SERVING THE COLLEGE AND THE COMMUNITY

Salt Lake Community College facilities and properties are available to provide services for individuals and groups that are part of the College community, including students, faculty, staff and departments, administration and agencies.

SLCC reserves the right to approve or deny any event based on compatibility with the College mission, goals, laws, and community standards. SLCC may require special accommodations, such as increased security for political, religious, or potentially controversial events.

As a comprehensive community college, the College also hosts a variety of groups from business, industry, education, community, and government. The College will serve these groups when schedules can be accommodated and when scheduling of their events does not conflict with basic service provided by the College. Such groups will reimburse the College for the expense of services rendered to them and must meet the following Requirements:

1. Groups must describe event and how it fits with the mission of the College.
2. Activities must be in compliance with federal, state and local laws.
3. Any sales, solicitation, or postings associated with an outside group must be in compliance with the current SLCC Sales and Solicitation, and Posting policies.
4. Events involving fund raising or individual profit must be conducted by recognized charities and/or recognized political parties as approved by the President's Cabinet.

5. Those reserving space must provide a certificate of liability insurance that covers all events times, listing Salt Lake Community College as an additional insured for one million dollars (\$1,000,000) prior to the event.

B. EVENT CLASSIFICATIONS

1. SLCC Events

Events sponsored by SLCC departments which support regular or ongoing College programs. SLCC events must meet all the following criteria:

- The event is directly linked in philosophy or services to the College.
- The department or committee derives a direct benefit from the event.
- The department or committee should have a majority of direct involvement and a vested interest in the event.

SLCC events will fall into one of the following two categories:

a) SLCC Internal Events (defined by the following criteria and obligations)

- 1) Academic courses held at SLCC facilities and properties as part of a departmental program.
- 2) Non-credit courses, programs, workshops, activities, and seminars directly supported by departmental budgets or funds and scheduled as part of the departmental mission.

Departmental Obligations:

- The department assumes responsibility for any costs that may be associated with the event.
- The department is responsible for reserving space and equipment and for providing personnel and support necessary for the event.
- The department provides a contact person responsible for scheduling of space and other event needs (equipment, etc.).

b) SLCC Hosted Events (defined by the following criteria and obligations)

- 1) A conference, program, workshop, activity, or seminar is held at SLCC facilities and properties.
- 2) The program is supported in full or part by departmental funds and scheduled as part of the departmental mission.

Departmental Obligations:

- The department provides a contact person to reserve facilities and properties, and/or equipment

- The department is responsible for providing all personnel support for the event.
- The department assumes ultimate responsibility for costs associated with the event.
- The department must have a major role in the planning and hosting of the event.
- The department provides services and resources for the event.
- The department is responsible for signing the appropriate internal written agreements/contracts for the event.

2. Non-SLCC Events

All events which do not meet the internal criteria as described in this document will be treated as external events. This includes any persons, groups, or entities requesting use of SLCC facilities and properties.

Non-SLCC events must meet the following criteria:

- a) The client is required to sign the appropriate contract for the reserved space.
- b) The client is required to pay the College for the full cost of services.
- c) The client will provide a certificate of liability insurance that covers all events times, listing Salt Lake Community College as an additional insured for one million dollars (\$1,000,000) prior to the event.
- d) SLCC will provide the services agreed upon by both parties and in accordance with the contractual agreement.
- e) The event must be consistent with the intent of the reservation and must only be open to stated event participants.

C. RESERVATIONS

1. General

All building and facility reservations will generally be made on a first come, first serve basis with the appropriate scheduling office. On-going, regular College functions, which depend on regular use of College facilities and properties, will have highest priority. An authorized member of a College department or organization must provide information and/or make arrangements for reservations, set-up, catering, and payment for any applicable charges.

2. Function/Event requirements and set-ups.

Users should request necessary equipment or other room set-ups before the function or event with the appropriate scheduling office, to avoid potential problems.

User(s) may be charged for the cost of any special set-up which is above and beyond the stated services provided by the site. Any such charges will be identified for the user in a

timely manner and agreed upon in advance, whenever possible.

All requests must comply with current health, safety, and fire codes. Site specific restrictions or exceptions may apply.

3. Assessment for damages, losses, and special requirements

Any non-SLCC event requires a certificate of liability insurance listing Salt Lake Community College as an additional insured for a minimum of one million dollars (\$1,000,000) prior to the event. (*See Risk Management for further details*)

The cost of any damages that occur during or resulting from group or individual misconduct in College facilities and properties will be billed to the responsible user.

Rearranging of any furniture, equipment or building systems without prior approval will result in additional charges.

Any group or individual bringing equipment from off-campus is responsible for any damage or injury caused by the equipment. Approval is required prior to unloading of said equipment. The College is not responsible for the security of the equipment. Liability shall remain with the user.

Users of College facilities and properties are subject to all Federal and State laws, local ordinances, and SLCC policies and procedures.

4. Event Costs

Charges for the use of College facilities, properties and services are listed with each site specific scheduling office. All rates contractually agreed upon shall remain in effect through the conclusion of the function or event. Any additions or modifications not reflected in the agreement will be subject to cost adjustments.

5. Agreements/Contracts

For an internal event an agreement or contract may be required.

For an external event a signed contract and up to a 25% non-refundable deposit of projected costs may be required.

6. Scheduling priorities for the use of the College facilities and properties

All requests for use of College facilities and properties will be considered in the following order of priority, unless noted. If conflicts occur between areas, resolution will be determined by the appropriate Vice President or his/her designee.

Priority 1

Regularly scheduled College classes, other institutional functions and events, or meetings integral to College operations

Priority 2

Events of recognized student, staff and faculty organizations and administrative functions

Priority 3

Events of local, regional, national academic or professional organizations with an established relationship to the College

Priority 4

Events of community groups, business groups or individuals; other appropriate activities and programs

Note: Priorities may change for specific sites constructed for non-academic purposes, such as Student Center, conference rooms, LAC arena, Student Pavilion. Site specific restrictions or exceptions may apply.